

CHAMPS: Save Filters Function

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS Available Profiles:

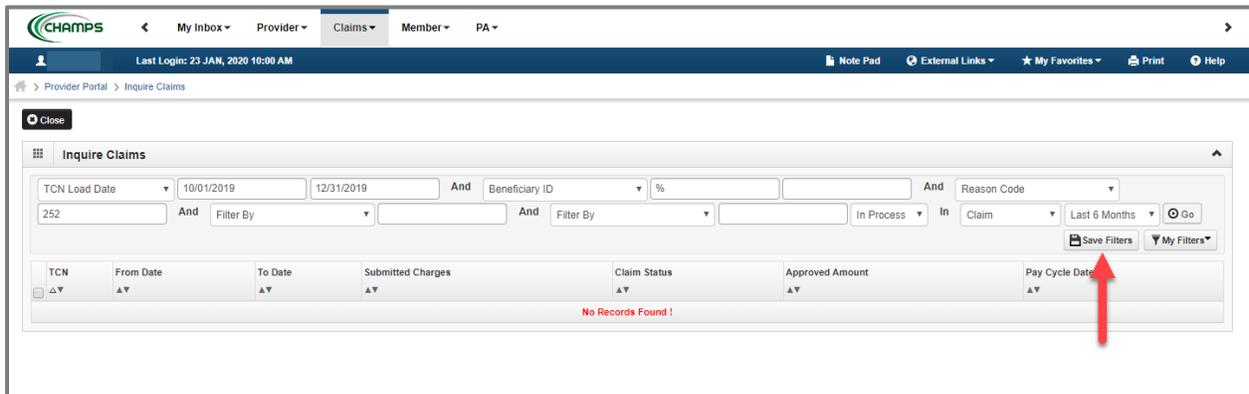
- Domain Administrator
- CHAMPS Full Access
- CHAMPS Limited Access
- Prior Authorization Access
- MCO Provider Access
- Eligibility Inquiry
- Provider Enrollment Access
- Provider Enrollment View Access
- Billing Agent Access Access
- Claims Access Access

Creating and Saving Custom Filters Feature in CHAMPS

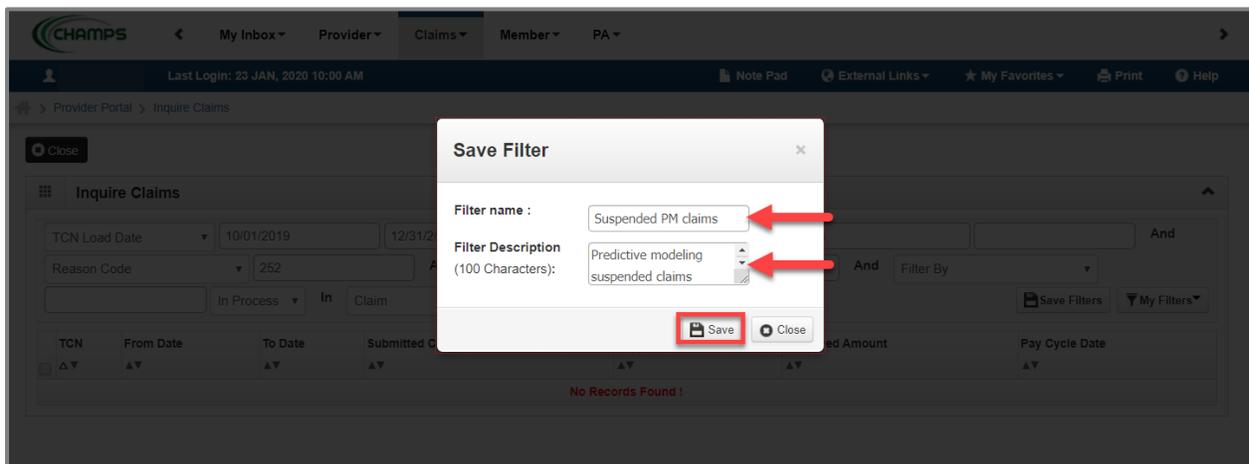
CHAMPS users have the ability to create and save custom filters from any screen in CHAMPS where there is an option to add a filter.

To create and save a custom Filter: select a query to create and save, and then select or enter the appropriate filter by criteria. Once the filter by criteria has been selected, click the “Save Filters” button. In the example below, a Claims Inquiry filter for a TCN load date range, beneficiary ID %, reason code 252 (Predictive Modeling), and the “with status” option changed to “In Process” has been created.

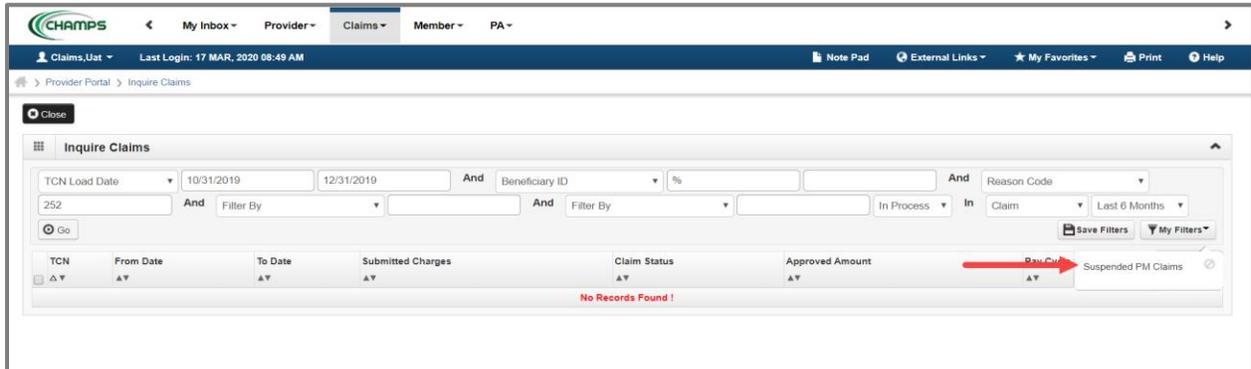
For additional information regarding Claim Inquiry, please refer to the [Claim Inquiry](#) reference guide.



Enter a name and a description for the filter, then click save. The filter will now be saved under the “My Filters” button.



To run the query, select the saved filter by clicking on the “My Filters” button, then select the appropriate filter. Note: changes cannot be made to a saved Filter. The Filter would need to be deleted and re-created if any changes are necessary.



Deleting Custom Filters in CHAMPS

To delete a previously saved custom Filter: select the universal “no” symbol next to your saved filter name. The filter will then be deleted and no longer display under My Filters.

